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AUG 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Additional T/O Authorization

1. In accordance with CIA Notice [] submitted herewith is the request for additional personnel for the Procurement and Supply Office, together with information pertaining to the immediate need in this respect.

25X1

2. An over-all increase of ten positions is requested at this time. The presently authorized strength is []

25X1

Attached hereto are exhibits "A" and "B" indicating organization breakdown and the positions and grades requested, together with justifications therefor.

3. Additional assigned responsibilities and expansion of operation and workload have exceeded in some instances the physical limitations of particular offices. The present request represents a minimum of personnel immediately needed to meet current requirements.

JAMES A. GARRISON
 Chief of Procurement and Supply

Attachments -
 Exhibits "A" and "B"

DOC NO. 17 NO CHANGE
 FILE NO. 17
 IN CLASS 17
 NEXT REV DATE 17
 NO. PGS 5
 REV CLASS 5
 CREATION DATE 17
 REV COORD 17
 AUTH: RR 70-3
 TYPE DOC 05
 ORG CLASS 5

25X1

9/19/52
 Memo from Comptroller dtd above
 returned to []

25X1

25X1

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#178

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Exhibit "A"

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Procurement and Supply Office

Office of the Chief

1. Supply Officer	GS-13
2. Security Officer	GS-11
3. Contract Inspector	GS-11
4. Contract Inspector	GS-11
5. Clerk-Typist	GS-4

Total

25X1

Planning Staff

Logistics Analysis Section

1. Commodity Ind Anal	GS-11
2. Clerk-Typist	GS-4

Total

Supply Division

Stock Control and Machine Records Unit

1. Clerk-Typist	GS-4
2. Clerk-Typist	GS-4
3. Clerk-Typist	GS-4

Total

Grand Total

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CONFIDENTIALOffice of the Chief

The support and maintenance of the Supply Manual is important to both this Office and the Agency, as it sets the policy pattern and procedure of the complete operations. It is both a guide and instructions to Agency personnel, irrespective of assignment or location. A well-qualified individual is required immediately, full time, to insure that the Manual is kept current and accurate so far as instruction and definition are concerned and a uniform and working system is thus maintained. Therefore a position of Supply Officer is requested to fill the need.

The Inspection and Security Office has advised this Office of the immediate necessity of the assignment of a Security Officer to

Increased and complex requirements of various operations are reflected in numerous specialized contracts calling for manufacture according to specifications set up by particular offices of this Agency and also for special lines of research. The manufacture must be of an exacting nature, consequently requiring constant check and supervision as to specifications, material, and security conformance. Two Contract Inspector positions should be added to the T/O to perform such check and supervision. The geographical separation of the contractors' plants emphasizes the need for this addition. The need is immediate, and absence of inspection service can possibly result in loss of time, in non-compliance or partial compliance with contracts, and in destruction of security.

An additional Clerk-Typist is required. There is at present inadequate typing and stenographic support for the higher graded on-duty personnel assigned to this Office, such as the Security Officer and the Contract Inspectors. Additional functions assigned to the Office have also considerably increased the volume of assigned work over and above the previous normal requirements.

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Supply Division

A minimum of three Clerk-Typists is required to support the immediate needs of the Stock Control function of the Supply Division. The recent assignment of complete stock control for CIA, regardless of geographical location, has exceeded the present personnel limitations of the office. The Supply Division, as well as all other divisions of this Office, has been understaffed in regard to clerical personnel.

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Planning Staff

It is the requirement of this office to assist the operating offices with the experience and technical know-how of its assignment by providing the logistical planning aspects of their various projects. A staff of qualified experts must be available at the moment of need as an operational project requires immediate action. The present staff is inadequate to meet this requirement; consequently, a request is made for the addition of a position for a Commodity Ind. Analyst.

A shortage of typists has been long existent. The reorganization of this office failed to provide for adequate stenographer and typist support. The need is becoming more and more critical as work increases. Therefore, the request for the addition of a clerk-typist position is submitted.

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